

Change in Business Process For:

- **Request for Personnel Action (RPA): 840, Award/One Time Payment**
- **Request for Personnel Action (RPA): 892, Salary Change: Quality Increase**
- **Request for Personnel Action (RPA): 846, Time Off Award**

Effective Date for Implementation of Business Process Change: **08 December 2004**

New Business Process: The NECPOC is implementing a new automated processing program called "AUTONOA" which processes RPAs for awards and QSIs automatically*. Since the program extracts needed information from the RPA, the Gatekeeper Checklist will no longer be required for these types of actions. However, the information that used to be entered in the Gatekeeper Checklist must now be entered in the RPA as specified below.

*(This change does not affect mass awards that are submitted on spreadsheets (to include lab demo's, NOR awards, or any other mass awards that are submitted on a spreadsheet).)

If the RPA has missing, incorrect or contradictory information or there is no appraisal in the system, AUTONOA will place a remark in the RPA Part D Remarks section describing the issue and send the RPA back to the originator's Modern Inbox. Prior to submitting RPAs for these actions, originators should check to see that current appraisal has been posted in DCPDS (viewable via ART).

For AUTONOA to process the awards accurately, managers must enter specific information in the RPA as indicated below. Most of this information has always been entered on the RPA. Additional information that must now be entered in the RPA, in lieu of the Gatekeeper Checklist, has been identified with an asterisk (*).

Filling out the RPA:

For Cash Awards and/or QSIs

Requesting Info Tab

PART A – Requesting Office

Block 3 For Additional Information Call (Full Name); Telephone Number

Block 5 Action Requested By (Full Name)

Block 6 Action Authorized By (Name, Title, Signature, and Concurrence Date)

PART B – For Preparation of SF-50

Block 1 Last Name

*Block 5A 840 for Cash Awards/892 for QSIs

Position Data Tab – For Cash Awards only

TO INFORMATION

*Award (Amount)

*UoM (Unit of Measure – Enter M for Money)

Remarks and Address Tab

***PART D – Remarks by Requesting Office** - In the Remarks section of the RPA type in the following information:

For Cash Awards only: complete by using **one** of the following:

On the Spot Award
Performance Award
Special Act Award

If the RPA is being submitted for a **Performance Award** or a **Quality Increase (QSI)**, enter the following statement in the Remarks Section of the RPA: Current appraisal information has to be entered into DCPDS before a performance award or QSI can be processed

I *manager's name* certify that *employee's name* received a *fill in with one of the appraisal ratings listed below* rating dated *date appraisal signed by supervisor*.

Level 1 – Exceptional
Level 2 – Highly Successful
Level 3 – Fully Successful

Make sure that the signed appraisal form is sent to the CPOC in a timely manner. This document will be filed in the employee's performance folder which is maintained at the Northeast CPOC.

For Time-Off Awards

Requesting Info Tab

PART A – Requesting Office

Block 3 For Additional Information Call (Full Name); Telephone Number

Block 5 Action Requested By (Full Name)

Block 6 Action Authorized By (Name, Title, Signature, and Concurrence Date)

PART B – For Preparation of SF-50

Block 1 Last Name

*Block 5A 846 Time Off Award

Position Data Tab

TO INFORMATION

*Award (Number of Hours)

*UoM (Unit of Measure – Enter H for Hours)

Remarks and Address Tab

***PART D – Remarks by Requesting Office** - In the Remarks section of the RPA type in the following information:

For Time-Off Awards: complete by using the following:

Individual Time Off Award
Group Time Off Award